

Worcester City Council

UNPAID PARENTAL LEAVE

PROCEDURE

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Unpaid Parental Leave Procedure

1. When could I use Unpaid Parental Leave?

Parental Leave is unpaid leave and should only be taken to care for the welfare of a child (up to their 18th birthday), for example you may wish to take leave to:

- spend quality time with your child
- stay with your child while they are in hospital or while recovering at home
- make school/childcare arrangements and to help them settle in

2. What am I entitled to?

- A maximum of 4 weeks unpaid Parental leave may be taken per child in any one year
- You are entitled to up to 18 weeks of unpaid Parental Leave entitlement per child up to their 18th birthday. For part time employees, a week is their normal working week (or for irregular weeks, it can be calculated by calculating the total number of days they work in a year divided by 52.14).
- Parental Leave must be taken in minimum blocks of one week (with the exception of a child in receipt of disability living allowance whereby leave may be taken in blocks smaller than 1 week).
- All contractual terms and conditions other than pay should continue throughout a period of parental leave.

3. Do I qualify for Unpaid Parental Leave?

- Yes, if you are an employee with at least one year's continuous service with Worcester City Council.
- Yes, if you are the parent of a child (named on the Birth Certificate); or you are the adoptive parent of a child (named on the Adoption Certificate); or you have legal "parental responsibility" for a child.
- You will need to provide evidence of the child's date of birth or in the case of an adopted child, the date on which the placement began or is to begin
- Where relevant, evidence that a child is entitled to Disability Living Allowance.

4. How do I give notice to take Unpaid Parental Leave?

- You must give us at least 21 days written notice to take Parental Leave.
- You must discuss with your manager if the request is able to be accommodated (based on operational and/or resourcing need).
- Complete the Form attached at Appendix 1 and forward to your Line Manager and People Services.

5. Unpaid Parental Leave following Paternity Leave

If you take unpaid Parental Leave to follow on from Paternity Leave, you should contact us no later than 21 days before the proposed period of leave is due to begin.

6. What if my Unpaid Parental Leave is postponed?

We can refuse or postpone your application for Parental Leave (other than at the time a child is born or adopted) based on operational and/or resourcing needs.

Postponements along with the reason will be given in writing. Alternative dates may be offered. You will be entitled to reschedule any postponed Parental Leave, to begin no later than 6 months after the date on which the original requested leave should have begun. However, parental leave can not be postponed so that the leave ends after the child's 18th birthday.

7. Is my pension affected ?

If you take a period of Parental Leave, you will not build up pension benefits. The Council will notify you of the lost amount of Pensionable Pay for the period and you can elect to cover the period of pension "lost" by taking out an Additional Pension Contribution (APC) contract.

Where an APC contract is taken out to cover the pension "lost" during a period of unpaid Parental Leave, the cost is shared 1/3rd to the employee and 2/3^{rds} to the employer, provided that the member makes an election to buy "lost" pension within 30 days or returning to work.

8. What if I am unhappy with a decision on Unpaid Parental Leave?

If you are dissatisfied with any decision made in respect of Parental Leave rights, you should firstly highlight it to your manager, or speak to People Services. You are also able to raise your concern via the Council's formal grievance procedure, which is found on the Intranet.

9. Our other Family Friendly Procedures

- Paternity Leave and Pay
- Flexible Working
- Adoption Leave and Pay
- Maternity Leave and Pay
- Shared Parental Leave
- Maternity Support Leave and Adoption Support Leave.

10. Appendix 1

APPLICATION FOR UNPAID PARENTAL LEAVE

You must give at least 21 days' notice of when you propose to take Unpaid Parental Leave.

Employee Details:

Full Name _____ Payroll No. _____

Declaration

I hereby declare that:

- I have continuous employment with Worcester City Council for at least 12 months.
- I am *the parent of a child (named on the Birth Certificate) /* the parent of a child (named on the Adoption Certificate) / *I have legal "parental responsibility" for a child under 18. (Delete as appropriate)
- I can provide evidence of the child's date of birth or in the case of an adopted child, the date on which the placement began or is to begin
- Where relevant, I can provide evidence that the child is entitled to Disability Living Allowance.

Signed: _____ Date: _____

Dates for Unpaid Parental Leave

I would like to start my Parental Leave on:	
I would like to return on:	
Total number of unpaid Parental leave days requested for this period:	

Name of Child _____ Date of Birth _____

Adoption: Date when placement for adoption began or will begin _____

The child is / is not entitled to Disability Living Allowance (*delete as applicable*).

Approval by Manager

Manager: Name: _____

Signature: _____ Date: _____

Please send the completed form to People Services and attach a copy of the child's birth certificate/adoption certificate / court order/ Disability Living Allowance